



MEETING PLAN

Name:	DRIVES Requirements Clarification & Implementation Working Group		
Meeting Date:	April 18, 2016	Organizer:	Noelle Peterson
Meeting Time:	10:00 am	Location:	GoToMeeting 1(408)650-3123 562-200-485

1. Purpose of Meeting

This working group is tasked with determining if any suggestions and/or decisions made by the County DRIVES Governance Committee, or other committees or working groups fall within the scope of the DRIVES requirements and contract and if not making recommendations to the DRIVES Steering Committee.

2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Matt Crane (Chair)	Arapahoe				
Sheila Reiner	Mesa				
P J Taylor	Denver				
Tony Anderson	DOR				
Dylan Ikenouye	DOR				
Dustin Armbrust	DRIVES				
Christopher Hochmuth	DOR				



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3. Meeting Agenda

1. Open Meeting Law Refresher
 - a. Posting Notices
 - b. Meeting Recordings
 - c. General Open Meeting Law Refresher
2. Meeting Logistics and Support
 - a. Distribution Lists
 - b. Google DRIVES and CSTARS Web Folders and Access
 - c. Maintaining and archiving files and documents
 - d. Action Items Logs
3. Approval of Committee Schedule
4. Arrange Access to DRIVES Representatives to review the plans for the working groups
5. Define expectations and time lines for working group assignments

4. Meeting Minutes

Meeting Minutes from _____ for approval

- In attendance were:

5. Action Items

6. Next Meeting

Date:	May 16, 2016	Time:	10:00am	Location:	GoToMeeting 1(408)650-3123 562-200-485
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